

TECHNOkids®

Technology Skills



Correlation Document

Correlation of technology projects to word processing, presentation, graphics, spreadsheet, video production, internet, database, desktop publishing, operating environment, animation, programming, and applied technology skills.

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Word Processing

	Primary			Junior						Intermediate						Senior									
	Book	Cop	Author	Fit	Poet	Biz	Report	Sales	Quest	Correspondent	Link	Mummy	Editor	Entrepreneur	Clue	Ezine	Investor	Travel	Mission	Environment	Blog	Advertise	Planner	Wonderland	
Create and Manage Documents																									
create new blank documents or use templates	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
use scroll bars, keyboard keys, or Go To to navigate	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
output a file as a different type (e.g. pdf, html)				•		•					•		•										•		
protect files with passwords																							•		
Format Text and Paragraphs																									
insert, select, and delete characters	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
set font attributes such as typeface, size, color, or style	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
align text to the left, center, right, or justify		•					•			•	•		•			•	•			•	•	•	•	•	•
add numbering or bullets										•			•			•				•	•	•	•	•	•
apply shading to a paragraph										•					•								•		
highlight text selections													•			•							•		
adjust line, character, or paragraph spacing													•			•							•		
change the indent level of a paragraph															•								•		•
create custom bullets or modify numbering															•						•		•		
control hyphenation of words																					•		•		
adjust text direction																					•		•		
use styles and/or modify existing style attributes																							•		
Insert and Format Objects																									
insert graphics (e.g. clip art, pictures, or screenshots)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
scale, position, rotate, skew, or flip graphics	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
draw or format shapes and textboxes		•	•					•				•	•		•		•			•		•		•	•
insert or format WordArt		•	•					•				•	•		•		•			•		•		•	•
apply a style, adjust color, or apply an effect to graphics		•	•				•					•	•		•		•			•		•		•	•
arrange graphics: order, group, align, or distribute		•	•					•				•	•		•		•			•		•		•	•
wrap text around a graphic			•	•	•	•	•	•				•	•	•	•	•	•	•	•	•	•	•	•	•	•
compress an image to reduce the file size										•	•										•				
insert date and time										•													•		
crop a graphic										•						•					•		•		•
remove the background from a graphic										•													•		
insert a hyperlink website, bookmark, or email											•				•							•	•		•
change a graphic but preserve the formatting													•								•		•		•
bookmark a location in a document																•						•		•	
insert SmartArt and modify properties																							•		•
insert a drop cap, signature line, symbol, or equation																							•		
insert a graph and set the chart type, layout, and style																							•		
Format Page Layout																									
apply a decorative border			•	•																		•	•		•
create multiple columns							•			•													•		
change the page background color																							•		
set page properties such as margins, size, or orientation														•									•		•
insert page numbers														•									•		•
insert page or section breaks																•							•		•
change document theme or document styles																							•		
adjust the position of tab markers																							•		
insert a cover page																							•		
insert a header and footer																							•		
insert a watermark																							•		
display line numbers																							•		

Word Processing

	Primary			Junior						Intermediate						Senior							
	Book	Cap	Author	Poet	Biz	Report	Sales	Quest	Correspondent	Link	Mummy	Editor	Entrepreneur	Clue	Ezine	Investor	Travel	Mission	Environment	Blog	Advertise	Planner	Wonderland
Customize Options and Views																							
adjust the magnification level or change document views		•		•		•		•	•	•	•				•				•		•		•
display or hide window options such as the ruler or ribbon												•			•							•	
view or set the information in the status bar												•										•	
customize the quick access toolbar												•										•	
show or hide formatting characters														•								•	
adjust views: split, view side by side, synchronized scrolling																						•	
Review and Edit																							
correct grammar or spelling errors with Spell Check			•		•	•	•		•	•		•			•	•			•	•	•		•
use the Thesaurus				•		•						•										•	
cut, copy, or paste a selection					•	•	•		•	•		•			•	•			•	•	•		•
copy formatting using Format Painter					•										•		•					•	
Create and Format Tables																							
select cells in table										•				•					•		•		
format a table by filling a cell with color or adjusting borderline											•			•					•		•		
adjust row or column size										•				•					•		•		
insert or draw a table														•					•		•		
apply styles to tables and customize options														•					•		•		
set table dimensions and cell properties														•								•	
insert or delete rows and columns														•								•	
set AutoFit options														•								•	
align the content in a cell														•								•	
erase, split, or merge cells																						•	
position a table on the page																						•	
sort table data																						•	
Apply References																							
insert and modify captions									•											•	•	•	
insert citations, manage sources, and /or insert a bibliography																				•		•	
change citation styles																				•		•	
insert table of contents																						•	
insert a cross-reference such as a page number or table																						•	
insert footnotes and endnotes																						•	
insert table of figures, table of authorities, or index																						•	
Mail Merge																							
use mail merge to produce personalized documents																						•	•
create or import a contact list for the mail merge																						•	•
create an envelope or generate mailing labels																						•	
Comment and Track Changes																							
insert, edit, view, or delete a comment																						•	
track changes																						•	
compare two documents																						•	

	Pri		Junior			Intermediate					Senior		
	City	Animal	Hero	Movie	Quest	Entrepreneur	Clue	Novel	Travel	CEO	Future	Wonderland	Specialist
Presentation													
<i>Create and Manage Slides in a Presentation</i>													
create a blank presentation or use a template	•	•	•	•	•	•	•	•	•	•	•	•	•
add content to a slide using placeholders	•	•	•	•	•		•	•	•	•	•	•	•
apply a theme, select a variant to adjust the style and color scheme	•	•	•	•	•		•	•	•	•	•	•	•
insert, delete and/or hide slides	•	•	•	•	•		•	•	•	•	•	•	•
apply a slidelayout		•	•	•	•	•	•	•	•	•	•	•	•
modify slide order			•	•	•		•	•	•			•	•
add notes in the Notes pane			•	•	•								•
modify slide backgrounds by applying a fill, gradient, texture, pattern, or picture				•	•			•	•		•		•
record narration for a presentation				•	•		•						
insert slides from an external source					•								
cut, copy, and/or paste slides or objects on slides						•		•		•	•		
insert headers and footers on slides									•		•		•
control page numbers on slides									•		•		•
create a photo album												•	
<i>Customize Presentation Views</i>													
change the slide inview	•	•	•	•	•		•	•	•	•	•	•	•
switch views (e.g. normal, notes, slide sorter, reading)			•	•	•		•	•	•	•			•
adjust the magnification level of the slide						•		•	•	•	•		•
<i>About Text on a Slide</i>													
insert, select, edit, and/or delete text on a slide	•	•	•	•	•	•	•	•	•	•	•	•	•
format the font, size, color, and style of text	•	•	•	•	•	•	•	•	•	•	•	•	•
use spell check to correcterrors		•			•		•		•		•		•
align text within a text box, shape, or other object			•					•	•	•			•
change text to WordArt						•			•		•		•
customize bullets on a slide								•	•		•		•
promote and demote text within a slide									•				
<i>About Graphics on aSlide</i>													
insert a clip art or picture file onto a slide	•	•	•	•	•	•	•	•	•	•	•	•	•
resize, reposition, or rotate graphics	•	•	•	•	•	•	•	•	•	•	•	•	•
apply picture styles		•	•	•	•	•	•	•	•	•	•	•	•
customize the fill, outline, and effects applied to a graphic						•	•	•	•	•	•	•	•
manipulate graphics by changing object order and/or grouping				•	•	•		•	•				•
adjust the color or apply artistic effects to a graphic				•	•	•		•	•		•		•
crop a graphic				•	•	•		•	•		•		•
save a graphic on a slide as a picture				•	•	•			•				
remove the background from a graphic				•	•	•							
align or distribute objects on a slide						•		•	•				
convert a clip art into a drawing object								•					
<i>About Media on a Slide</i>													
insert media such as a video or a audio clip	•		•	•				•	•		•		•
customize media options (start, volume, duration, loop, or hide icon)	•							•	•		•		
apply a style to a media clip				•									
record audio					•								•
trim a media clip												•	
<i>About Tables on a Slide</i>													
create a table on a slide			•					•	•		•		•
apply tables styles			•					•	•		•		•
adjust row or column height			•					•	•		•		•
merge and/or align the contents of a table cell								•			•		•
customize the fill, borderlines, and effects applied to table cells													•

	Pri		Junior			Intermediate					Senior		
	City	Animal	Hero	Movie	Quest	Entrepreneur	Clue	Novel	Travel	CEO	Future	Wonderland	Specialist
Presentation													
<i>About SmartArt on a Slide</i>													
use a SmartArt graphic to organize information on a slide			•							•	•		•
add, edit, or delete shapes in SmartArt			•							•	•		•
change the color, apply a style, or change the layout of SmartArt			•							•	•		•
<i>About Shapes on a Slide</i>													
insert and delete shapes				•		•		•	•	•	•	•	•
resize, reposition, free rotate, or bend shapes				•		•		•	•	•	•	•	•
apply shapes styles				•		•		•	•	•	•	•	•
customize the fill, outline, and effects applied to a shape				•		•		•	•	•	•	•	•
manipulate shapes by changing object order and/or grouping				•		•		•	•	•			•
rotate or flip an object						•		•	•				•
align or distribute shapes on a slide						•		•	•				•
change a shape but preserve the formatting										•	•		•
add action buttons											•		•
<i>About Links on a Slide</i>													
insert a hyperlink to a slide, external file, or website					•			•	•				•
insert an action button that connects to another slide												•	•
<i>About WordArt on a Slide</i>													
insert WordArt						•		•	•	•	•		•
resize, reposition, rotate or bend WordArt						•		•	•	•	•		•
customize the fill, outline, and effects applied to WordArt						•		•	•	•	•		•
<i>About Charts/Graphs on a Slide</i>													
import charts/graphs from external sources										•			
create a chart/graph												•	
apply a chart layout and style to the graph												•	
<i>Apply Transitions and Animations</i>													
insert transitions between slides	•	•	•	•			•	•	•		•	•	•
set the duration of a transition	•	•					•	•	•		•	•	•
apply animation to slide objects	•			•			•	•	•	•	•	•	•
combine multiple animation types (entrance, emphasis, or motion path)				•			•	•	•	•	•	•	•
reorder animations				•			•	•	•	•	•	•	•
modify transition effect options							•	•	•	•	•	•	•
set slide advancement options (mouse click, duration, or both)							•	•	•	•	•	•	•
modify animation effect options								•	•	•	•	•	•
configure start, duration, and delay animation options								•	•	•	•	•	•
use the animation pane								•	•	•	•	•	•
<i>Configure Output Options for Presentations</i>													
play a slideshow from the current slide or from the beginning	•	•	•	•	•		•	•	•	•	•	•	•
print the slideshow as a handout and customize print options	•	•	•	•	•		•	•	•			•	•
convert a presentation to video			•	•				•	•				•
print speaker notes			•	•									•
save a slide in a presentation as a picture file			•			•							
convert a presentation to a kiosk									•				•
annotate slideshows using the pen or highlighter													•
<i>Format a Presentation using Slide Masters</i>													
view the slide master									•		•		•
modify default slide master (background, text, bullets, headers and footers)									•		•		•
add background images to slide layouts									•		•		•

Spreadsheets	Junior		Intermediate			Senior
	Biz	Sales	Entrepreneur	Investor	CEO	Wonderland
Understanding Spreadsheets						
define spreadsheet terminology	•	•	•	•	•	•
explain the function of a spreadsheet	•	•	•	•	•	•
label the parts of the spreadsheet window	•	•	•	•	•	•
Create and Manage Workbooks						
create new blank workbooks	•	•	•	•	•	•
save a workbook to a specific location	•	•	•	•	•	•
move between worksheets in a workbook	•	•	•		•	
insert, delete, or rename worksheets		•	•		•	
color a sheet tab		•			•	
copy and move worksheets						
protect a worksheet or workbook						
About Cells and Ranges						
identify a specific cell by the cell reference	•	•	•	•	•	•
insert, edit, clear, and/or delete cell contents	•	•	•	•	•	•
select adjacent and non-adjacent cells, rows, or columns	•	•	•	•	•	•
modify column width and/or row height		•	•	•	•	•
use the auto fill tool to copy increment data entries		•	•	•	•	•
copy cell contents and paste onto the same or different worksheet				•		
insert or delete cells, rows, or columns						
name cell range(s) in a worksheet						
add a comment to a cell						
Format Cells and Ranges						
format data in a cell: font, font style, font size, fill color	•	•	•	•	•	•
modify cell alignment or indentation	•	•	•		•	•
merge cells	•	•	•		•	
format borders in a selected cell range	•	•		•	•	•
apply Number format such as currency or percent		•	•	•		
round a number by setting the decimal point		•	•	•		
format cells as a table				•	•	
copy the formatting from one cell to another using Format Painter				•	•	
apply conditional formatting				•		
adjust text orientation in a cell					•	
wrap text within a cell					•	
About Graphs, Charts, and Objects						
produce different types of charts and graphs	•	•	•	•	•	•
label the chart title, vertical axis, and horizontal axis	•	•	•	•	•	•
modify the chart or graph: colors, title, labels, scale, legend	•	•	•	•	•	•
resize charts and graphs	•	•	•	•	•	•
position charts and graphs	•	•	•	•	•	•
apply a chart layout and/or style	•	•	•	•	•	•
copy a graph and paste into another application	•	•	•	•	•	•
insert objects such as a picture, clipart, and/or word art	•	•			•	
change the chart type		•				
add a trend line to a graph				•		
switch between rows and columns in source data						

Spreadsheets

	Junior		Intermediate			Senior
	Biz	Sales	Entrepreneur	Investor	CEO	Wonderland
About Print Options						
print a worksheet, a selection, or a pre-defined cell range	•	•	•	•	•	•
modify document settings: orientation, margins, scaling, area		•	•	•	•	•
insert or remove a page break				•	•	
add a custom header and footer to a worksheet					•	
About Formulas						
automatically sum columns and rows using autosum	•	•	•	•	•	•
use basic arithmetic formulas		•	•	•	•	•
use statistical functions such as average, min, max, and count		•	•		•	
use the financial function pmt						
About Analyzing and Summarizing Data						
sort data in ascending or descending order	•	•				
perform single and multi-level sorts						
filter data to display data that meets a specific criteria						
produce a pivot table and chart						
perform a what-if analysis						
produce a scenario summary that graphs a what-if analysis						
About Views						
change worksheet view				•	•	
hide or unhide columns						

Video Production	Junior				Intermediate					Senior		
	Journey	Hero	Movie	Drama	Clue	Novel	Travel	Blog	Future	Commercial	Wonderland	Specialist
<i>View a Video</i>												
play, pause, stop, rewind, or fast forward a video	•	•	•	•	•	•	•	•	•	•	•	•
play a specific portion of a video	•	•	•	•	•	•	•	•	•	•	•	•
<i>Applications and Video</i>												
insert, embed, or link to a video in an application		•	•	•				•		•		•
convert a file into a video format		•	•			•	•				•	•
select the video quality and type when outputting the file		•	•			•	•				•	•
<i>Record Video</i>												
plan the content of a video		•	•	•		•	•			•		•
use a device to capture video		•	•	•			•			•		•
preview recording and delete unwanted files				•						•		
adjust the device settings to improve the quality of the recording				•						•		
record a range of shots (extreme long, long, medium, close up, extreme close up)										•		
position the device to take shots at different angles (low, normal, high)										•		
pan, tilt, and zoom when recording video										•		
<i>Edit Video</i>												
import video, images, and audio clips into a storyboard				•		•				•		
position and arrange elements such as video, audio, or text				•		•				•		
trim, split, and/or delete a clip to remove unwanted frames				•						•		
set the duration of elements such as audio, images, or text				•						•		
add transitions between clips to divide the action				•						•		
apply visual effects to a clip				•						•		
apply animation effects to text or images in a storyboard				•						•		
insert text overlays before, after, or directly on top of a clip				•						•		
format text overlays				•						•		
capture a picture of a frame				•						•		
adjust audio settings (trim, volume, fade)				•						•		
narrate the action				•						•		
magnify the storyboard to change the time scale										•		
flip the orientation of a clip										•		
adjust video settings (volume, fade)										•		

Internet

	Pri	Junior							Intermediate							Senior			
	Animal	Journey	Hero	Report	Quest	Correspondent	Link	Mummy	Novel	Ezine	Investor	Travel	Mission	Environment	Blog	Future	HTML	Advertise	Wonderland
About Digital Literacy																			
understand Internet terminology	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
gain access to the Internet	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
access resources and information using the Internet	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
apply search strategies to efficiently and effectively locate online resources	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
save or embed a picture or media object posted on the Internet	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
copy content from the Internet to another application		•		•		•	•	•			•		•	•					
create connections to web-based content using hyperlinks or hotspots		•		•			•		•		•			•		•			
create web-related products: email, web page, blog, word cloud, qr code, avatar		•					•							•		•			
upload files to the Internet		•					•							•		•	•		
create and manage bookmarks		•					•												
customize web browser settings such as the home page		•					•												
About Digital Citizenship																			
demonstrate responsible, ethical, and safe behavior when online	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
respect intellectual property rights when using web based resources	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
cite the source for data gathered from the Internet		•		•		•	•						•						
evaluate the quality of information found on the internet		•					•		•							•		•	
specify how the Internet can be used at home, work, or school		•					•			•	•			•	•	•	•		
safeguard personal information to maintain privacy and security		•					•							•		•			
recognize the impact the Internet has on society		•							•		•			•	•	•	•		
distinguish actions/activities that can be classified as cyber bullying		•												•					
specify the positive and negative implications of having a digital footprint														•					
About Digital Communication and Collaboration																			
practice ethical behavior when exchanging, sharing, or posting information online		•					•							•		•	•		
set profile and/or app settings to maintain privacy and security		•												•					
compare online communication with traditional methods		•							•					•					
evaluate advantages and disadvantages to forms of digital communication		•							•					•					
communicate appropriately when online		•												•				•	
view, post, and/or comment upon content on a social media service or news feed		•												•					
compose, send, read, reply, and forward email messages		•																•	
create and view email attachments		•																•	
create and manage a contact list		•																	
chat using a web-based service		•																	

	Primary		Junior		Intermediate		Senior	
	Cop	Celebrate	Quest	Mummy	Clue	Mission	Wonderland	Planner
Databases								
<i>Understanding Databases</i>								
explain the function of a database	•	•	•	•	•	•	•	•
define database terminology	•	•	•	•	•	•	•	•
list situations where a database can be used	•	•	•	•	•	•	•	•
identify ways a person can benefit from using a database	•	•	•	•	•	•	•	•
<i>Basic Skills</i>								
open and close a database	•	•	•	•	•	•	•	•
view database objects: form, table, query, or report	•	•	•	•	•	•	•	•
copy information in a field to another application	•	•	•	•	•	•	•	•
change the view depending on the task						•	•	•
<i>About Records</i>								
use the navigation buttons to change records	•	•	•	•	•	•	•	•
view, add, or delete records	•	•	•	•	•	•	•	•
filter records using Filter by Form	•	•	•	•	•		•	•
find a record using the Search Box			•		•	•	•	•
filter records in a database using Filter by Selection						•	•	•
sort records in ascending and descending order						•	•	•
locate a record using the Find command						•	•	•
<i>About Forms</i>								
view records in a form	•	•	•	•	•	•	•	•
create a form in Design, Form View, or using the Form Wizard						•		•
adjust the properties for objects on a form						•		•
modify the text, color, or style options of a control						•		•
move, resize, and delete a control						•		•
modify the size of a form						•		•
adjust the tab order for data entry on a form								•
drag a field onto the form from the Field List								•
add a sub-form to a data entry form								•
import an image or graphics file into a form								•
<i>About Tables</i>								
view records in a table			•		•	•	•	•
enlarge the column width in a datasheet						•		•
create a table in Design or Datasheet View						•		•
make an input mask for phone numbers, date, and time fields						•		•
set primary keys						•		•
set appropriate data type for each field						•		•
create a lookup column for a field						•		•
add a default value to a field								•
set the field size for a field								•
spell check the content of a table								•
<i>Create a Database</i>								
create a blank database						•		•
determine data inputs and outputs for a database						•		•
establish table relationships and enforce referential integrity								•
<i>About Reports</i>								
create a report in Design View or using the Report Wizard						•	•	•
add or edit objects in a report to improve layout						•	•	•
resize the report area						•	•	•
preview and print a report						•	•	•
sort fields alphabetically in a report						•		•
group data in a report						•		•
insert page numbers onto a report								•
use report sections including headers, footers, and details								•
<i>About Queries</i>								
create a query							•	•
specify criteria in a query							•	•
merge data in a query with Microsoft Word								•

Desktop Publishing

	Primary							Junior Projects							Intermediate Projects							Senior															
	Book	City	Cop	Author	Animal	Celebrate	Fit	Post	Biz	Hero	Report	Sales	Movie	Quest	Correspondent	Link	Mummy	Editor	Entrepreneur	Novel	Clue	Ezine	Investor	Travel	Mission	Environment	Blog	CEO	Future	HTML	Advertise	Specialist	Planner	Wonderland			
<i>Desktop Publishing Basics</i>																																					
select a publication type suitable to the purpose	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
design a publication for a target audience	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
express content clearly and concisely	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
solve design problems	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
use consistency in design elements		•			•	•			•	•			•	•	•					•	•			•	•			•	•	•	•	•	•	•	•	•	
<i>About Layout</i>																																					
arrange elements to create an appealing layout	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
size graphics or text to create a balanced layout	•	•	•	•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
avoid clutter using horizontal and vertical white space	•	•	•	•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
divide information into logical sections	•	•		•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
layer graphics or text to create an appealing layout	•	•		•			•					•				•	•			•		•		•		•		•		•		•		•			
adjust print or output settings for a publication		•		•	•	•		•	•	•	•	•	•	•	•	•	•			•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
plan and organize ideas using a planner or other tool				•	•		•	•	•	•			•	•	•			•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
control text wrap to create an interesting layout							•	•		•	•		•	•	•	•	•			•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
<i>About Text Elements</i>																																					
use a font color that is easy to read and attracts attention	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
size text so it is readable and suits the purpose	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
select a typeface that is readable and enhances the message	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
emphasize words by setting the font style	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
proofread publication for spelling and grammar errors	•			•			•	•		•	•			•	•	•	•			•		•	•		•	•		•		•		•		•			
use headings and/or subheadings to organize information		•		•			•	•	•	•	•		•	•	•	•	•			•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
list information using numbers or bullets to improve readability		•		•			•		•				•	•	•	•	•			•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
organize content in columnar format		•		•			•		•	•			•	•	•	•	•			•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
use text alignment appropriately			•			•		•	•	•			•	•	•	•	•			•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
phrase titles to attract interest and explain the message				•	•		•	•	•	•			•	•	•	•	•			•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
use tables to organize information								•					•		•					•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
use styles, colors, and fonts that complement each other								•					•		•					•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
add a caption to a picture to describe an image														•												•	•							•			
use page numbering to organize the publication																	•							•				•	•								
add headers and footers to organize a publication																								•				•	•								
<i>About Graphic Elements</i>																																					
insert objects, wordart, or pictures to enhance the message	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
use images effectively to convey a message	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
select graphics from an image library relevant to the topic	•	•	•	•	•		•	•	•			•			•					•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
apply a suitable background or design related to the topic		•		•				•				•								•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
save graphic files to a format related to the purpose			•		•			•	•			•	•	•	•	•	•			•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
frame a publication or object with a suitable border				•			•					•	•	•	•	•	•			•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
use a graphic organizer to layout ideas (e.g. diagram, table)								•	•		•									•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	

Animation	Flash
Understand Animation Basics	
define animation	•
understand the history of animation and how the computer has changed how animation is created	•
list the benefits of using the computer to create animation	•
understand the difference between a blank keyframe and keyframe	•
define animation types: frame by frame, motion tween, tweening, shape tween, bone tool, and motion paths	•
recognize the difference between frame by frame animation and a motion tween	•
recognize the difference between a motion and shape tween	•
Create a Scene	
add objects to the stage	•
insert a symbol from the Library onto the stage	•
insert a new scene	•
view scenes in a document	•
insert and rename a layer	•
rearrange the stacking order of the layers	•
cut or copy an object	•
paste an object in the same position as the copied item using Paste in Place	•
Draw and Format Objects	
draw shapes and format the fill, stroke, and style options	•
group, ungroup, and break apart objects	•
modifying the stacking order of objects	•
rotate, skew, scale, move, bend or reshape objects	•
Animate Objects using the Timeline	
insert a blank keyframe or a keyframe	•
add content to a keyframe	•
select, insert, and remove frames	•
copy, paste, and reverse frames	•
animate an object using frame by frame animation	•
move, resize, skew, or rotate a symbol using a motion tween	•
morph or alter the color of an object using a shape tween	•
animate a sequence of actions using the Bone tool	•
animate an object using a motion path	•
Working with Symbols	
create a graphic or movie clip symbol	•
convert objects or an animated sequence into a symbol	•
edit a symbol in the editing pane	•
set the properties of a symbol	•
break apart a symbol to create a unique graphic	•
View Animation	
view the animation using the ENTER key	•
view the animation by scrubbing the playhead across the Timeline	•
test a movie or scene in the Preview pane	•
view the stage in onion skin view	•
Add Sounds to the Timeline	
import a sound into the library	•
add a sound from the library into the Timeline	•
adjust the effects for a sound to make it fade	•
stream a sound clip	•
Export a Movie	
export a document as a flash movie	•

Programming	Primary	Junior	Int	Senior
	PC	Link	HTML	Specialist
<i>Basic Skills</i>				
understand that a computer uses programmed instructions to run	•	•	•	•
understand the purpose of source code		•	•	
view the source code of a web page		•	•	
examine the source code of a web page to locate specific code fragments			•	
define binary code and explain how it relates to the computer				•
<i>Write Code</i>				
convert a document into an HTML file		•	•	
decode the meaning of HTML tags			•	
create the structure of an HTML document			•	
sequence a series of commands in logical order			•	
create a web page using HTML and style it using CSS attributes			•	
provide information about the web page topic using the <title> tag			•	
organize information logically using heading tags <h1> <h2>			•	
create a horizontal rule to divide content into thematic breaks using the <hr> tag			•	
set the background color of the body using words and hex codes			•	
set the width of the body and horizontal rule in pixels			•	
layout text using paragraphs <p> and line breaks 			•	
set the font family, size, color and alignment			•	
set padding to add space around elements in pixels			•	
set the line height of a paragraph using percent			•	
insert a picture using the img element			•	
set the alternate text for a picture			•	
set text to wrap around an image using the float attribute			•	
set the margin around an image in pixels			•	
troubleshoot layout issues to produce a balanced design			•	
insert a text hyperlink			•	
insert a hotspot			•	
add a meta tag for keyword and description			•	
<i>Edit Code</i>				
debug program design			•	
edit html code fragments			•	

